



Partner of the
American College Application Campaign®

SITE COORDINATOR RESOURCES AND TEMPLATES

2017 Edition

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WSG2C 2017



PRE-EVENT RESOURCES

College Research Worksheet

Prior to submitting a college application, you need to research the various college options you have available. During your research, there are three important things for you to consider: fit, match, and cost. This worksheet will help you think through each of them:

Does the college **fit** with your preferences? There are several factors to consider in regard to fit such as the size of the school, the location of the school, and services available on campus. Also, it is important to consider the college's graduation rates and retention rates (the number of students who return to school for their second year) when researching what a college has to offer you. Finally, does the school offer your major? If you're not sure what you'd like to major in, visit ACT Profile (www.act.org/profile) to explore and learn more about careers and majors that align with your interests and talents.

Does the college **match** with your academic record? For this, you'll need to understand how your high school grade point average (GPA), your college entrance exam scores (SAT and/or ACT), and the courses you've taken in high school match to the college's entrance requirements AND to the average GPAs and scores of students admitted. Keep in mind that what a school requires could be different from the averages of who they admit. You should plan to apply to multiple schools and should include at least one of each of the following types of schools:

- Reach School – this does not mean out of reach, it just means that the school may be more selective (look at the percent of applicants admitted) and your academic record may be on the lower end of what the college typically accepts. In other words, you *may* be admitted to this school
- Match School – typically, at a match school, your academic record will be similar to the “average” student admitted to this school. In other words, you are *likely* to be admitted.
- Safety School – a safety school will usually have either open enrollment (meaning anyone who submits a completed application is admitted) or will be considered a “less selective” institution. Your academic record will exceed the institution's requirements and averages for students admitted. In other words, you will almost *definitely* be admitted.

Finally, it is important for you to understand the **cost** of the institutions to which you would like to apply. Keep in mind that the “sticker” price of a college may be very different from the “net” price of a college after you consider the amount of aid that is typically available to students.

Use the worksheet below to think through what type of college you would like to attend. The worksheet will also ask you to detail your academic record by providing information on the various academic indicators that many colleges consider during the application review process. If you're unsure of any of the information requested, be sure to work with your school counselor so you have the most accurate information possible.

After the worksheet you will find a table that you can complete with information specific to the colleges you are researching. Remember, you should plan to apply to at least one reach, one match, and one safety college. Go to WSG2C's website to conduct your research.

Use the completed tables to help you identify the colleges you would like to apply to!

Identifying Your College Fit

LOCATION

Where would your ideal college be located (circle one)?

In-state

Out-of-state

Either

How important is location to you (circle one)?

Very Important

Important

Not Important

TYPE OF SCHOOL

In what kind of setting would your ideal college be (circle one)?

Rural

Suburban

Urban

How important is setting to you (circle one)?

Very Important

Important

Not Important

How big would your ideal college be (circle one)?

Large

Medium

Small

How important is size to you (circle one)?

Very Important

Important

Not Important

SUPPORT SERVICES

What services would be available on your ideal campus (circle all that apply)?

Tutoring

Employment Services

Career Counseling

Academic Support Services

Minority Student Services

Disability Services

What other things are important to you at your ideal college? Things to consider are what you want to major in; whether the campus is co-ed or single gender; the diversity of the campus; whether students live on-campus or if a majority of students are commuters; etc. Use the space below to identify any other characteristics your ideal college would have.

Your Academic Record

If you don't know some of this information, check with your school counselor!

My grade point average is: _____

By graduation, how many years of the following classes will you have taken?

My SAT Reading score is: _____

English _____

Science _____

My SAT Math score is: _____

Math _____

Art _____

My SAT Writing score is: _____

Social Studies _____

History _____

My ACT Composite score is: _____

Foreign Language _____ Electives _____

Instructions: Go to WSG2C's website. There, you can search for colleges that "fit" and "match" the information you completed on the previous page. Be sure you keep in mind what characteristics are important to you in regard to fit! Or, search for a specific college to which you think you would like to apply to learn more about them. For each college, complete this table to determine if the college is a good fit and match for you and whether the costs seem reasonable based on your anticipated resources.

Name of College: _____

FIT

| | | | |
|---|-------------------------|-------------------------------------|--|
| Location of college (City, State) | | 4-year or 2-year? | |
| Size of college | | Public or Private? | |
| Number of undergraduate students | | Co-ed? Women only? Men only? | |
| Setting of college | | Students live on campus or commute? | |
| Do they offer my major? | Yes No | Diversity of campus | |
| Percent of students that return sophomore year | | Graduation Rate | |
| What services are available on campus that are important to me? | | | |

How well do you think this college **fits** your preferences? Excellent Fit Good Fit Okay Fit Somewhat of a Fit Does not Fit

MATCH

| | | | |
|---------------------------------|---|--|-------------|
| How selective is this college? | | Have I taken the required high school courses? | Yes No |
| Percent of applicants admitted? | % | Percent of students with my SAT score | % |
| Percent of students with my GPA | % | Percent of students with my ACT score | % |

Comparing my academic record to this college, this would be a **Reach, Match, or Safety** college for me (see definitions above)? _____

COST

| | | | |
|--|----|---|---|
| Total estimated cost to attend | \$ | Percent of need met | % |
| My calculated net price | \$ | Percent of need met through scholarships/grants | % |
| Percent of freshmen with need who received aid | % | Percent of need met through loans | % |

I plan to apply to this college: Yes No

If Yes, Application Deadline:



College Application Worksheet

Instructions: Students, complete this College Application Worksheet and bring it with you on the day of your school's College Application event. You may need to ask your family, school counselor, or another adult you trust to assist you in answering all of the questions. **Be sure to keep this information in a safe place given the personal information included.**

Top Three Colleges and Universities you Plan to Submit an Application

Prior to participating in your school's College Application program, you should do some research on the schools to which you plan to apply. Use the worksheet below to keep track of the information you learn during your research on your top three colleges and universities.

1. Name of College:

Is an essay or personal statement required to apply? If so, note the prompt so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

2. Name of College:

Is an essay or personal statement required to apply? If so, note the prompt so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

3. Name of College:

Is an essay or personal statement required to apply? If so, note the prompt so you can draft a response:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

It is strongly recommended that you write your essays and personal statements well in advance of your school's College Application event. Your English teacher, school counselor, and other adults you trust are good resources to assist you in getting your essays to a final version. You should bring a final, proofed, electronic copy of your essays and/or personal statements on a flash drive to the event. If flash drives are not allowed on your school computers, talk to your school counselor before the College Application event about how you can access these documents while applying.

Test Scores

Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT and the school(s) you are applying to require them, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

SAT

Test #1:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Writing Score:

Test #2:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Writing Score:

ACT

Test #1:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Science Score:

Writing Score:

Test #2:

Date Taken:

Total Score:

Critical Reading Score:

Mathematics Score:

Science Score:

Writing Score:

Extra-Curricular Activities

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year(s) you participated and if you held a position or received an award related to the activity.

Activity 1:

Years Participated:

Leadership position held:

Awards:

Activity 2:

Years Participated:

Leadership position held:

Awards:

Activity 3:

Years Participated:

Leadership position held:

Awards:

Activity 4:

Years Participated:

Leadership position held:

Awards:

Activity 5:

Years Participated:

Leadership position held:

Awards:

Personal Information

Many colleges will ask you to provide information related to your residency and citizenship. You may need to provide the following information when completing your application. If you are uncertain about an answer, your parent or guardian may be able to help.

1. **Social Security Number (SSN)** (This is needed to get your FAFSA PIN which you will register for after you apply to college during the College Application event. Some colleges may also require this on their application.):
2. **Place of Birth**
City:
State:
Country:
3. **County of Residency:**
4. **Have you ever lived outside of [State's Name]?**
If yes, how many years have you lived in Wisconsin?
When did you move to Wisconsin? (this may be your birthdate)
You may also need to provide your address(es) for the last five years on the application.
5. **Citizenship Status** (circle one)
US citizen Permanent Resident Alien Nonresident Alien Other
6. **Did your parent(s)/guardian(s) pay state income taxes last year?** Yes No
If Yes, in which state?
7. **Do you have a parent or guardian who is currently on active duty in the military?**
Yes No
8. **Employment Information:** List any employment you have held for the last two years, including dates. It would be good to include volunteer information here as well:

Employer: Dates Employed:
Employer: Dates Employed:
Employer: Dates Employed:
Employer: Dates Employed:

College Application Information

Many colleges will ask for information regarding your college plans. You may be asked what subject area you intend to major in and for which term you are applying. Be sure to do research prior to your school's College Application event regarding whether the colleges you are interested in have the major you want to study. If you don't know what you want to study, that's okay! You can work with your school counselor while you're still in high school to do career exploration. ACT Profile (www.act.org/profile) provides personalized college and career exploration to help. There will also be resources on college campus to assist with this as well. If you don't know the subject area in which you want to major, you can likely apply with "undecided," but do your research before the College Application event to make sure that is an option at the schools to which you plan to apply. Regardless, you can also change your major once you are enrolled in college too.

Intended Program or Major:

Term for which you are applying (for most graduating seniors, this will be fall enrollment following your graduation from high school):

Information Letter



(School Logo)
(School Address)

September 2017

Dear Students and Families,

During the week of [Dates of WSG2C], we will be sponsoring Wisconsin Students Go 2 College. On (Date(s) of event), all seniors expected to graduate at the end of this academic year will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community.

The purpose of this day is to acquaint students with the college application process and to communicate the importance of applying to college. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event. There is a College Application Worksheet which we encourage students to complete prior to the event that is available on [provide state's College Application website or ask schools to post it to their website and include the link here]. Having this Worksheet completed and available at the College Application event will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together in gathering the information listed in the College Application Worksheet. Families are welcome to visit (Name of your high school) on (Date(s) of event) to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call (Site Coordinator's Name, Site Coordinator's Title), at (Site Coordinator's phone number). Thank you in advance for your support of this exciting initiative to encourage all Wisconsin students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)

Community Information Letter



(School Logo)
(School Address)

September 2017

Dear Community Member,

From October 19-November 13, 2017, the Wisconsin Department of Public Instruction will be sponsoring Wisconsin Students Go 2 College. On (Date(s) of event), all seniors expected to graduate at the end of this academic year will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community.

The purpose of this day is to acquaint students with the college application process and to communicate the importance of applying to college. Information about completing the Free Application for Federal Student Aid (FAFSA) will also be made available during the event.

(Name of your high school) will be hosting our college application event on (Date(s) of event) to assist our students with the application process. We welcome the community to be a part of the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign-in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions please call (Site Coordinator's Name, Site Coordinator's Title), at (Site Coordinator's phone number). Thank you in advance for your support of this exciting initiative to encourage all Wisconsin students to make college a part of their future.

Sincerely,
(Name of Site Coordinator)
(Title)



Phone Blast Message

This is a friendly reminder that (Name of High School) will be hosting a College Application event on (Date(s) of event) to encourage all seniors to apply to at least one college if they haven't already done so. Students should come prepared to apply by completing the College Application Worksheet available [School post to your website and provide link here]. If you have any questions please call (NAME, TITLE), at (PHONE NUMBER). Thank you in advance for your support of this exciting initiative to encourage all (Name of High School) students to make college a part of their future.

Sample Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(Position title and/or college access program affiliation of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

Wisconsin Students Go 2 College (WSG2C) to be held (Dates) at (Name of High School)

(Name of Your High School) will participate in Wisconsin Students Go 2 College during [Dates of WSG2C Program].

As part of Wisconsin's college access initiative, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one college application.

The goal of the program is to get more students applying to Wisconsin colleges early in their senior year. During this event, students may apply to any of Wisconsin's numerous community colleges, independent colleges, and public universities in which they are interested.

(Name of Site Coordinator), WSG2C event Site Coordinator for (Name of Your High School), expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

This initiative is part of the American College Application Campaign (ACAC), a national initiative that is an effort of the American Council on Education. In 2015, ACAC campaigns took place in all 50 states and the District of Columbia.

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

#



SENIORS!!

Wisconsin Students Go 2 College is an event where you can get help from school staff and volunteers to complete your college application. See your school counselor to register. Bring your friends for fun and prizes!

When:

Where:

Time:



SENIORS!!

Wisconsin Students Go 2 College is an event where you can get help from school staff and volunteers to complete your college application. See your school counselor to register. Bring your friends for fun and prizes!

When:

Where:

Time:

WSG2C 2017



EVENT DAY RESOURCES



Volunteer Reference Guide

(High School Name)

Thank you for volunteering your time and enthusiasm for [Name of State's ACAC Program] at **(High School Name)**! On **(Date(s))**, all graduating seniors will be encouraged to apply to college, if they have not already done so. WSG2C is possible due to the collaborative efforts of the administration, faculty, and staff at **(High School Name)**, as well as our students, their families, and volunteers like you from across the community. We appreciate your commitment to making college a reality for our students. Please use this reference guide to familiarize yourself with the logistical information for (High School Name)'s WSG2C Campaign.

Logistical Information for **(High School Name)**:
(High School Name) Site Coordinator
(Name), (Title), (Email and/or Phone Number)

Parking

(Provide information here regarding where volunteers can park (usually visitor parking) and where it is located. What should volunteers do if that parking is full?) Upon entering the school, please go to (location) to check-in.

Event times/Shift times

(What time and date will the volunteer be working at your school?) Please plan to arrive 15-30 minutes prior to the start of your volunteer shift.

Assignment Location

Students will be filling out applications in the (location).

Appropriate Attire

We ask that volunteers please come dressed in (type of attire) attire.

Breaks

(If needed, when will breaks be given?)

Options for Lunch

(If hosting near lunch, what are lunch options for your volunteers?)

Contingency Plans

(What should volunteers do if school is delayed and/or cancelled?)

Location of Restrooms

(Where are the restrooms that volunteers should use on the day of the event?)

Contact information for volunteer questions on day of event

For questions on the day of event, please call (contact) at (phone number).

Directions

(Name of High School) is located at (Address)

Student Instructions on Day of Event

Congratulations! You are taking the first step necessary for going to college – applying! Wisconsin Students Go 2 College is a program designed to assist you with this process. Be aware, there are several things you will need to do after today to complete the college application process. Most importantly, as part of this event, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA) which will help you determine the financial aid you are eligible to receive.

The college and financial application process in 10 Steps!

Step 1: If you are applying online, go to the college application website and find the colleges to which you are prepared to apply. This could be a website with multiple college applications or the specific website of the college(s) to which you are applying. Check with your school counselor or volunteer if you are unsure. If you are not applying to college online, get a hard copy of the admissions application from your school counselor.

Step 2: If you think you qualify for an application fee waiver – talk to your school counselor.

Step 3: Complete the application(s) to the colleges and universities to which you want to apply.

Step 4: Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, recommendation letters).

Step 5: Print out a copy of your confirmation page if you applied online. If you are applying through a paper application, talk to your school counselor about how to make a copy of your application. Keep the confirmation page or a copy of the application for your records!

Step 6: Register for your FAFSA PIN – you will need this to complete your Free Application for Federal Student Aid form early next year. Many grants, loans, and scholarships will require that you submit a FAFSA so this is a very important step. Go here to register for your FAFSA PIN: <http://www.pin.ed.gov>

You will need your Social Security Number (SSN), your mailing address, and an email address to complete the process. REMEMBER YOUR FAFSA PIN! Write it down if that will help you remember it and keep it in a safe place!

Step 7: After you submit your college application and register for your FAFSA PIN, be sure to submit the WSG2C student survey. Your feedback is extremely important to us.

Step 8: Complete the student sign-out sheet before you leave the computer lab. You will need to list the colleges you applied to and whether you completed the FAFSA PIN process.

Step 9: Be sure to get the handouts provided by your school after you sign-out!

Step 10: Follow-up! Make sure you submit any additional information the colleges you applied to require. This could include recommendation letters, test scores, and high school transcripts. Also, the next important step in the process is completing your FAFSA. You already have your PIN, make sure you submit your FAFSA early next year – it is available January 1st!

Congratulations! You are on your way!

What's Next Handout

I've Applied...What's Next?

Congratulations! You have taken the very important first step to going to college – you've applied! **During the program you also should have applied for and received your FAFSA PIN.** Here are some tips and reminders of tasks that you need to complete over the next several months. If you have questions, contact your school counselor.

Paying Your Application Fee

When you submit your application, you may be required to pay an application fee. If so, you can pay your application fee the following ways:

1. You can pay via credit or debit card online. Some colleges require a credit card to apply online. If you chose this option, you will need the following information: credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, date credit card was issued, or expiration date.
2. You can submit your application online and pay via check in the mail. You will likely need to include a copy of your confirmation page with your check.
3. You can choose the fee waiver option on most applications if you qualify. Check with your school counselor about this option. You will likely need to include a copy of your Confirmation Page with the fee waiver. **DO NOT CHOOSE FEE WAIVER OPTION IF YOU DO NOT QUALIFY.** Ask your school counselor for more information.
4. You can save your application, print it, and mail it in with your payment or fee waiver.

Follow Up with Transcripts, Test Scores, Recommendation Letters and Essays

Many admission offices require students to submit additional information in order to complete the application process. It is important to find out what other information is required and send it to the campus ASAP! The more quickly you submit all the necessary forms, the sooner you will receive a response from the admission office.

Don't forget your confirmation page

If you applied online, do not leave the computer lab without a hardcopy printout of your confirmation page! Also, some schools require this page to be signed and mailed to the admission office to complete the application process. Whether the school requires this form or not, you still need a printed copy for your records. Either way, make sure you put this confirmation page in a safe place. If you are applying by hard copy, be sure to make a copy of your application for your records.

Schools should contact you!

Once you have submitted your online application, campuses should be in touch with you via email or letter to inform you of the status of your application. Make sure to check your email! If you have not been contacted by the school within two weeks of your submission, get in touch with the college or university's admission office to inquire about your application status.

Now that I applied to college, where can I learn more about paying for college?

- The U.S. Department of Education has resources to help you understand the types of financial aid, whether you qualify for aid, and how to apply for aid: <http://studentaid.ed.gov/>
- Speak with your family and school counselor about your financial aid options.
- Mark your calendar for a College Goal Wisconsin event at a college, university, or community center near you to learn more about your options.
- Complete and submit the FAFSA as early as possible. The sooner you submit the form, the better chance you have of getting an affordable financial aid package.

Be sure to pick up copies of the handouts before leaving the computer lab today.

Understanding Financial Aid Award Letters

The Financial Aid Office at a college or university is responsible for sending information letters regarding financial aid. It is important that you read your award letters carefully to understand the type of aid being offered and how you indicate the aid you would like to accept. The information below is provided by the Financial Student Aid office of the U.S. Department of Education. For additional information on the various types of aid, definitions of common language found in financial aid award letters, a budget calculator to help you estimate the amount of aid you need, and other helpful information regarding paying for college, please visit their website at: <http://studentaid.ed.gov/>

When you receive a reward letter, there may be a variety of aid options available. Be sure to read your letter **carefully** in order to make an informed decision about what aid you will accept. The general rule is: accept free money first (scholarships and grants), then earned money (work-study), and then borrowed money (federal student loans). The following outlines the order in which to accept specific types of aid and some important points to keep in mind.

1. The first type of aid to accept is aid that you do not need to pay back: **Scholarships and Grants**. Make sure you understand the conditions you must meet (for instance, you might have to maintain a certain grade-point average in order to continue receiving a scholarship, or a grant may turn into a loan if you don't follow specific requirements).
2. The second type of aid to accept is aid that you earn: through **work-study**. Keep in mind, you don't have to pay the money back, but you do have to work for it, so take into account that that'll mean less time for studying. However, research has shown that students who work part-time jobs manage their time better than those who don't!
3. The third type of aid to accept is **federal student loans**: You'll have to repay the money with interest. Subsidized loans don't start accruing (accumulating) interest until you leave school, so accept a subsidized loan before an unsubsidized loan.
4. The next type of aid to accept is **loans from your state government or your college**: You'll have to repay the money with interest, and the terms of the loan might not be as good as those of a federal student loan. Be sure to read all the fine print before you borrow.
5. The final type of aid to accept is **private loans**: You'll have to repay the money with interest, and the terms and conditions of the loan almost certainly will not be as good as those of a federal student loan.

<http://studentaid.ed.gov/fafsa/next-steps#how-do-i-decide-what-aid-to-accept>

If accepting a loan, always accept the loan with the most favorable terms and conditions. If you have any questions or don't understand what types of loans are in your award letter, contact the Financial Aid Office at the college. Always ask questions and be an informed borrower. Make sure you understand what you're receiving and the repayment terms.

When it comes to loans, you should only borrow what you need. If your living expenses are not going to be as high as the amount estimated in the award letter, you can turn down the loan or to request a lower loan amount. In the award letter, the college will tell you how to do this. Use the budget calculator available on FSA's website to get an idea of your college expenses.

To tell the college what aid you are accepting, read and follow the directions on your award letter. Pay close attention to deadlines!

If you have questions about your award letters, talk with your school counselor, call the Financial Aid Office at your college, and/or visit the FSA website (<http://studentaid.ed.gov/>).

WSG2C 2017



FOLLOW- UP RESOURCES

Volunteer Thank You Letter

(School Logo)
(School Address)
(Date)



Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our WSG2C event. This event could not have been a success without your help and the help of many others who volunteered their time.

During WSG2C (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our WSG2C! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!
(Site Coordinator or Principal's Name)
(Site Coordinator or Principal's Title)

Post-Event Press Release



(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(Position title and/or college access program affiliation of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

(YOUR HIGH SCHOOL NAME)'s seniors apply to college during WISCONSIN STUDENTS GO 2 COLLEGE program.

(Insert City, Date)—

(Insert Name of Your High School)'s seniors received hands-on assistance applying to college during the school's Wisconsin Students Go 2 College (WSG2C) event held on (Insert Event Date/Dates). Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event, held in the school's (Insert location).

(Insert other details specific to your event such as number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did).

(Insert quotes from students, parents, volunteers, site coordinator or others).

Additional information about the WSG2C program can be found online at WSG2C's website. For more information about (Name of High School)'s event, please contact (Site Coordinator's Name) at (Insert Site Coordinator's phone number) or by email at (Insert Site Coordinator's email address).

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

#

References

- ¹ [Delaware College Application Month](#)
Delaware Goes to College
- ² [Georgia Apply to College Materials](#)
College Goal Georgia
- ³ [KY College Application Campaign](#)
Kentucky Goes to College
- ⁴ [North Carolina College Application Month](#)
College Foundation of North Carolina
- ⁵ U.S. Department of Education
[Homeroom – The official blog of the U.S. Department of Education](#)
- ⁶ U.S. Department of Education
[Federal Student Aid Office](#)
[FAFSA® Applying for Aid](#)
- ⁷ [West Virginia College Application and Exploration Week](#)
College Foundation of West Virginia

Every effort has been made to reference the original source of materials presented in this manual. If you believe there is an incorrect reference or a missing reference, please notify the American College Application Campaign team at acac@acenet.edu.